

Waltham Police Department

CHAPTER 34

PROMOTIONS

General Order #: GO-01 2009

Effective Date: 04/2012, 05/2017, 02/2026

Accreditation Standard #'s: 34.1.1-34.1.3, 34.1.4-34.1.7

GOVERNED BY:

Massachusetts Civil Service Law Chapter 31

Massachusetts Human Resources Division (HRD) rules and regulations

TESTING NOTIFICATION: [34.1.5]

- a. HRD delivers public notices to the police department.
- b. Notices are posted in conspicuous locations throughout the Department.
- c. The department shall notify employees on extended absence.
- d. Interested officers shall familiarize themselves with notice contents

ELIGIBILITY: [34.1.5]

Officer's must have certain experience levels before taking a certain exam.

If exam is for:	Then:
Sergeant	Officer must have a least 3 years' experience as a Patrol Officer in the Waltham Police Department
Lieutenant or above	Officer must have at least 12 months experience at the next lowest rank in the Waltham Police Department

TEST SCORING / APPEAL:

Examination scored on written test and is weighted with education and experience information provided by candidate. **[34.1.5-2A]**

DETERMINING TEST SCORE: [34.1.5-2C]

- a. Multiplying written grade by a factor of 4.
- b. Multiplying the adjusted grade on training and experience by a factor of 1.
- c. Adding the two resulting figures together.
- d. Dividing the final figure by a factor of 5.

Must obtain a minimum final score of 70% [34.1.5]. Appeals of scores must be submitted to HRD within 17 days of receipt of score. [34.1.3E]

DURATION OF LIST: [34.1.5-2D]

A promotional list, once established, is valid for a period of not less than two years. The Chief may not select a candidate for promotion whose name does not appear.

APPOINTING AUTHORITY: [34.1.1], [34.1.2], [34.1.4], [34.1.5]

The Chief of Police administers the Department's selection process for all subordinate superior officers.

The Deputy Chief will also oversee the process and be familiar with its authority and responsibility.

SELECTING CANDIDATES:

Once an eligibility list for promotion has been established, the Chief will begin to compile information on potential candidates. [34.1.5-2E]

The Chief will make decisions based on thorough review of candidate's records to select best qualified persons and will be fair, impartial and non-discriminatory. [34.1.3], [34.1.5-2B]

Based on how many positions are available (n), the Chief will call for 2(n)+1 candidates to evaluate for the positions.

Candidates are ranked based on the following criteria:

- a. Written exam. [34.1.3B]
- b. Seniority.
- c. Performance in prior position(s).

- d. Supervisory evaluation of performance in current position.
- e. Supervisory evaluation of employee's promotion potential. [34.1.3A]
- f. Sick leave record.
- g. Employee's disciplinary record.

The Waltham Police Department does not promote by lateral transfer. [34.1.3G]

ORAL INTERVIEW: [34.1.3D]

Shall be conducted for all promotional positions.

All candidates will be asked a list of uniform questions.

Some candidates may be asked exclusive questions pertaining to personal history, work performance, sick record or any other reason considered appropriate by the Chief.

SECURITY OF PROMOTIONAL MATERIALS: [34.1.3H]

Police promotional materials will be kept secure by the Chief of Police.

ACTIVITY REVIEW FOLLOWING PROMOTION: [34.1.3D], [34.1.7]

Civil Service does not provide for formal probationary period following promotion. All supervisors will be formally evaluated every six months by their supervisor officer. Performance or any other issues will be addressed as they arrive. The Officer's immediate supervisor also is available at the request of the officer.

Informally, newly appointed and veteran supervisors meet with their Superior Officer each shift.